1. Cooperating Technical Partners Guidance Document - Fiscal Year 2006

There are several beneficial reasons for partnering with State, local, and regional organizations to produce Flood Insurance Rate Maps (FIRMs) under the National Flood Insurance Program (NFIP):

- The data used for local permitting and planning will also be the basis for the FIRMs, facilitating more efficient floodplain management.
- The CTP Program provides the opportunity to interject a tailored, local focus into a national program; thus, where unique conditions may exist the special approaches to flood hazard identification that may be necessary can be taken.
- The partnership mechanism provides the opportunity to pool resources and extend the productivity of limited public funds.
- For participating in the CTP Program, community partners will receive Community Rating System credits, which may lead to discounted flood insurance premiums for property owners. Many communities can qualify for "uniform minimum credit" whereby a State or regional agency can apply for a CRS activity that it is implementing on behalf of its communities. A community that applies to the CRS will experience this trickle down effect and will qualify for the State or regional agency's credit. (Additional information on the Community Rating System is available on the FEMA website at http://www.fema.gov/nfip/crs.shtm.) Table 1-2 shows how many points are needed for each CRS class and what associated premium discount.

Table 1-2. Community Rating System Classes and Premium Discounts

Credit Points (cT)	CRS Class	Premium Discount
4,500+	1	45%
4,000 – 4,499	2	40%
3,500 – 3,999	3	35%
3,000 – 3,499	4	30%
2,500 – 2,999	5	25%
2,000 – 2,499	6	20%
1,500 – 1,999	7	15%
1,000 – 1,499	8	10%
500 – 999	9	5%
0 – 499	10	0

In support of the CTP Program, FEMA has committed to the following:

- Recognize the contributions made by FEMA's State, regional, and local partners by providing timely and accurate flood hazard information.
- Maximize the use of partners' contributions as a means of leveraging limited public funds to the fullest extent while maintaining essential NFIP standards.
- Fully integrate partners into the flood hazard data development process with the corresponding authorities and responsibilities.
- Provide training and technical assistance to the partners when appropriate.
- Facilitate mentoring to increase capability for both existing and potential partners.

2. Administration

FEMA and its CTP Partners will administer activities under the CTP Program through close and frequent coordination. There are four formal agreements involved—Partnership Agreement, Mapping Activity Statement, Letter of Map Change (LOMC) Mapping Activity Statement and Cooperative Agreement.

Each CTP Partner will enter into a **Partnership Agreement** with the appropriate FEMA Regional Office. The Partnership Agreement is a broad statement of principle, emphasizing the value of the NFIP's three components of insurance, floodplain management, and mapping.

The Partnership Agreement recognizes the fundamental importance of flood hazard identification in the successful reduction of future flood losses and the CTP Partner's commitment to the effort. The Partnership Agreement is a prerequisite to any further activities under the CTP Program. The Partnership Agreement template may be viewed or downloaded from the FEMA website at http://www.fema.gov/fhm/dl_moa.shtm.

As the CTP Partner and FEMA identify specific tasks to undertake, the Mapping Activity Statement (MAS) will be developed to define the project scope and the roles and responsibilities of all CTP Partners involved in a particular Flood Map Project. Developing the MAS will be a collaborative effort where both the CTP Partner(s) and FEMA contribute data and units of work to maximize the extent, accuracy, and usability of flood hazard studies to best meet local, State, and Federal needs, while minimizing costs for all parties. The MAS is a key component of the Cooperative Agreement package because it defines the activities that will be accomplished, the entity responsible for them, how the activities will be funded, and the nature of the working relationship between FEMA and its CTP Partners. An example of the MAS template may be viewed or downloaded from the FEMA website at http://www.fema.gov/fhm/dl_atemp.shtm. CTP Partners wishing to enter into a MAS should always work with their FEMA Regional Office to develop the MAS and to ensure that any regionally customized MAS templates are utilized.

Future plans are to allow CTP Partners that participate in the long-term map maintenance of Digital FIRMS the ability to sign the **LOMC MAS** agreement. This agreement allows a CTP Partner to take ownership of the LOMC process. Developing the LOMC MAS will be a collaborative effort between the CTP Partner(s) and FEMA. In the past, this has been negotiated as a pilot project and is still under development for national use.

The MAS should have a strong linkage to FEMA's Regional and National goals and performance measures, as described below.

The Key Performance Parameter (KPP) measures the percentage of the Nation's population whose safety is improved through the availability of accurate flood risk data in a Geographic Information System (GIS) format. Four Key Performance Indicators (KPIs) contribute to this KPP:

- KPI 1 Percentage of population with digital GIS flood data available online
- KPI 2 Percentage of population with adopted maps that meet quality standards
- KPI 3 Percentage of leverage contributions toward digital flood data
- KPI 4 Percentage of funds sent to CTPs

For projects that meet eligibility requirements, FEMA may award funds through the mechanism of a **Cooperative Agreement**. The Cooperative Agreement provides for the disbursement of Federal funds and defines the legal responsibilities associated with it. A Cooperative Agreement is <u>not</u> required for locally funded mapping activities.

3. Activities

FEMA may provide technical assistance, training, and/or data to a CTP Partner to support flood hazard data development activities. As funding levels permit, the mapping activities for which CTP Partners may receive funding in fiscal year 2006 through a Cooperative Agreement with FEMA are summarized in table 3-1.

The Cooperative Agreements awarded for mapping activities under the MMMS Program are intended to supplement, not supplant, ongoing mapping efforts by a CTP Partner, whether it be a community/tribal government, regional agency, or State agency. The FEMA funds would be in addition to the resources provided by the CTP Partner for the mapping activities.

Table 3-1. Fundable Mapping Activities

Activity	Partners	Description
Scoping (up to 10%)		Up to 10% of the total estimated funding may be provided to do an extensive project scope that leads to the development of the Mapping Activity Statement.
Outreach (up to 10%)	Community Regional Agency State Agency	Up to 10% of the total estimated funding may be provided to perform outreach activities that directly support the mapping project.
Refinement or Creation of Approximate Zone A Boundaries		The CTP Partner works with FEMA to perform analyses to refine Zone A boundaries shown on the effective Flood Insurance Rate Map (FIRM) or create new Zone A areas to be included on the FIRM. Emphasis is placed on automated analysis and production techniques.
Hydrologic and Hydraulic Analyses and Floodplain Mapping		The CTP Partner develops digital engineering data and floodplain mapping using GIS-based or traditional hydrologic and hydraulic modeling.
Coastal Flood Hazard Analyses and Floodplain Mapping		The CTP Partner develops digital engineering data and floodplain mapping using GIS-based or traditional coastal flood hazard analysis methods.
Digital Flood Insurance Rate Map (DFIRM) Preparation		The CTP Partner digitizes information from the effective hardcopy FIRM and prepares a DFIRM that meets FEMA specifications.
Redelineation of Detailed Floodplain Boundaries Using Updated Topographic Data		The CTP Partner redelineates the effective floodplain boundaries shown on the FIRM using more up-to-date topographic data. GIS technology is used, where available.
Digital Topographic Data Development		The CTP Partner develops digital topographic data for flood hazard identification purposes.
Independent QA/QC Review of Hydrologic and Hydraulic Analyses and Floodplain Mapping		The CTP Partner performs the independent QA/QC review of hydrologic and hydraulic analyses and floodplain mapping.
Post-preliminary Processing		The CTP Partner performs post-preliminary processing.

While no funding under the CTP Program will be provided to CTP Partners for the mapping activities listed in table 3-2, FEMA may provide technical assistance, support, and/or data for an activity.

Table 3-2. Non-Fundable Activities

Activity	Partners	Description
Digital Base Map Inventory	Regional Agency State Agency	The CTP Partner performs an investigation and provides an inventory of base maps meeting FEMA specifications for NFIP communities in a particular region or State.
Digital Base Map Data Sharing		The CTP Partner supplies base map data for use in producing a DFIRM. The base map must comply with FEMA minimum accuracy requirements and be distributable by FEMA to the public in hardcopy and electronic formats.
DFIRM Maintenance		The CTP Partner assumes responsibility for long-term, periodic maintenance of the DFIRM. This can include base map and/or flood hazard information.
Hydrologic and Hydraulic Review	Community Regional Agency State Agency	The CTP Partner reviews hydrologic and hydraulic studies prepared for FEMA-funded flood data updates and/or map revisions processed under Part 65 of the NFIP regulations. The review focuses on compliance with the technical and regulatory requirements contained in <i>Guidelines and Specifications for Flood Hazard Mapping Partners</i> , the pertinent NFIP regulations, as well as standard accepted engineering practices.
Assessment of Community Mapping Needs (to support FEMA's Mapping Needs Update Support System))		The CTP Partner performs a detailed community-by-community assessment of mapping needs for every mapped (including flood data updates and map maintenance) and unmapped NFIP community within its jurisdiction. The partner then submits the results of the assessment to FEMA for inclusion in the Mapping Needs Update Support System database.
Technical Standards Agreement		The CTP Partner works with FEMA to adopt specific technical standards or processes appropriate for local conditions for NFIP flood mapping purposes.

4. Eligibility Criteria

Partnerships are established based on the following criteria:

- The potential CTP Partner must have existing processes and/or systems in place to support mapping or data collection activities that contribute to flood hazard identification. Non-Federal funding must support these processes and/or systems.
- The potential CTP Partner must have the capability to perform, implement, or contract the
 mapping activities for which it is applying. This capability may be indicated through (but not
 limited to) a FEMA Regional Office review of both the map products previously prepared by
 the CTP Partner and the existing map production processes or systems the CTP Partner
 intends to use for CTP Program-related mapping activities.
- The potential CTP Partner must be a community that participates in the NFIP and is in good standing in the Program as determined by the FEMA Regional Office, or be a State or regional agency that serves communities that participate in the NFIP.
- The potential CTP Partner should demonstrate its ability to leverage funding received from FEMA. The National Goal for leverage is 20%. However, the more funding a CTP Partner is able to leverage improves their probability of increases in funding from FEMA for current and future mapping activities.

CTP Partners that receive funding from FEMA through a Cooperative Agreement must be able to perform the financial management activities required as part of the Cooperative Agreement (i.e., account for Federal funds, prepare financial reports). At a minimum, FEMA requires that a financial status report be provided quarterly at a minimum. To assist CTP Partners with meeting this requirement, FEMA has created a recommended template for their use, and it should be submitted to your FEMA Regional CTP Coordinator. FEMA Regional Offices will assist CTP Partners with these financial management activities as necessary.

FEMA will evaluate these criteria periodically, and the criteria may be enhanced further in the future.

5. Technical Capabilities

In addition to the eligibility criteria described above, a potential CTP Partner must have in-house staff capabilities in the appropriate technical area for the given mapping activity. If the work for any portion of a mapping activity is contracted, the potential CTP Partner must have in-house staff capable of monitoring the contractor(s) and approving the products developed by the contractor(s). For these purposes, "capability" means demonstrated experience in the performance of, or management through contracting of, similar activities.

6. Evaluation Criteria

Throughout the project and at the end of the period of performance for each MAS, FEMA will evaluate the effectiveness of the partnership to determine eligibility for future mapping activities under the CTP Program. If FEMA determines that the partnership has proven insufficient to complete the established project or achieve the goals of the partnership, FEMA's funding of the mapping activities may be cancelled and future funding refused.

FEMA will base its evaluation of the CTP Partner's demonstrated performance on the following criteria:

- Continued maintenance of the processes or systems in place to support mapping or data
 collection activities that contribute to flood hazard identification (e.g., continued data
 collection for changing flood hazards and related development, continued upgrades to data
 collection or mapping capabilities to incorporate new technologies, preparation of multipleyear mapping or data collection plans)
- Commitment to existing, and continued support of, flood hazard identification and mapping activities conducted with and by FEMA
- Adherence to standards for timeliness and completeness of reports submitted to the FEMA Regional Office
- Adherence to standards for timeliness and completeness of map products submitted to the FEMA Regional Office
- Quality of product(s) submitted to the FEMA Regional Office
- Ability to cooperate and coordinate with the staff of the following organizations during all
 phases of the mapping activity as needed: FEMA Regional Office; Hazard Identification
 Section of the Mitigation Division in the FEMA Headquarters Office in Washington, DC;
 and designated FEMA contractors.

7. Standards

Unless otherwise indicated in a specific MAS, all flood hazard identification activities will be accomplished in accordance with the relevant portions of the NFIP regulations (44CFR Parts 59-77) as well as the standards contained in FEMA's *Guidelines and Specifications for Flood Hazard Mapping Partners* and Section 7 of the November 2004 *Multi-Year Flood Hazard Identification Plan* (MHIP), version 1.0. The *Guidelines and Specifications* document can be downloaded from the FEMA website at http://www.fema.gov/fhm/dl_cgs.shtm. The MHIP can be downloaded from the FEMA website at http://www.fema.gov/fhm/mh_mhip.shtm.

With the development of new and improved technology, FEMA has established new standard tools to assist mapping partners in their efforts. For CTP Partners with existing systems and technologies, please refer to Appendix N of the *Guidelines and Specifications for Flood Hazard Mapping Partners*, for acceptable data capture standards.

8. Certification

All data generated under an MAS must meet the applicable certification requirements for the identification and publication of flood hazard information in FIRM form as indicated in 44 CFR Part 65, Identification and Mapping of Special Hazard Areas, and Chapter 7 of the November 2004 MHIP, version 1.0. Some States have adopted more stringent mapping standards than the minimum NFIP regulatory requirements. For these cases, a CTP Partner must coordinate all activities with the State to ensure the MAS is reviewed and concurred upon, and all map products resulting from a CTP Program-related mapping activity must meet State certification requirements.

9. State Role

The role filled by a State will be a function of its authority and capabilities. Some States have developed Map Modernization Management Support business plans, which explain in detail their capability and capacity to manage Map Modernization in their state. These plans also include an explanation of the State's role in the CTP Program. Some states also review map revisions as part of their regulatory responsibilities.

As with the options available to communities and regional agencies, interested State agencies will be expected to have in-house staff capabilities to fulfill the CTP Program-related mapping activity it would like to perform. State agencies that do not participate in the CTP Program will continue the traditional functions of the State Coordinating Office as they relate to any activities performed by participating CTP Partners in that state. In general, the activities that a State agency might perform are the same as those identified for communities, with the addition of collection and assessment of community mapping needs and a base map inventory.

In order to effectively manage the CTP Program and to continue to encourage and support State partnerships, Regional Offices will give priority to State-led initiatives that have expressed an interest and a willingness to take on this coordination role. Local, county and regional entities will be referred to the State agency to coordinate their interest through the State CTP. This should enable the Regional Offices to further leverage the capabilities and resources available at the State level.

10. Funding

CTP Program-related activities will be funded based on FEMA's priority of mapping needs the availability of FEMA funds for mapping, and the amount of leverage provided by the CTP Partner. If FEMA funds are provided, the CTP Partner will receive funds through a Cooperative Agreement. Because the FEMA mapping budget varies annually, the amount of funding for CTP Program-related activities also will vary. Each FEMA Regional Office will determine how much of its annual mapping budget will be allocated to mapping activities under the CTP Program.

Typically, the funding for CTP Program-related Flood Map Projects is allocated through one Cooperative Agreement once the MAS is signed. However, for large or complex projects, extensive planning may need to be performed before the MAS is developed. For such projects, the Cooperative Agreement may be processed in a phased approach. Use of the phased approach will alleviate the need for extensions of performance periods and project revisions and improve overall efficiency through the development of a thorough project scope. In such instances, the FEMA Regional Office may allocate up to 10 percent of the total estimated funding for the project to the CTP Partner to develop a project scope and MAS. Once the MAS is signed and in place, the CTP Partner may then request the remaining funding required for completing the project.

11. Contracting

Contractors used by CTP Partners for FEMA-funded activities must meet the requirements of Part 13 of the Code of Federal Regulations (44 CFR Part 13), Uniform administrative requirements for grants and cooperative agreements to state and local governments. Within Part 13, §13.36 covers procurement standards that must be followed for any mapping-related activities for which a CTP Partner wishes to contract with another party. Items in this Part include, but are not limited to, contract administration and record keeping, notification requirements, review procedures, competition, methods of procurement, and cost and pricing analysis. Part 13 may be downloaded in PDF or text format from the U.S. Government Printing Office website at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html.

If requested by the CTP Partner, FEMA will provide assistance to a CTP Partner on developing selection criteria for contracted tasks. All work must meet the certification requirements described below.

12. Cooperative Agreement Management

FEMA-funded activities must meet the requirements of 44 CFR Part 13, which sets forth requirements for Cooperative Agreement administration and management. These requirements include, but are not limited to, record keeping, allowable costs, and processes for use of contractors. Part 13 may be downloaded from the U.S. Government Printing Office website at http://www.access.gpo.gov/nara/cfr/waisidx_02/44cfr13_02.html. Regional CTP Coordinators are able to decline funding to a non-performing CTP. (Please note: Any awards over \$1 million have to go through the Large Project Congressional Notification process. Please contact Anne Flowers at FEMA Headquarters for further information and coordination.)

13. Additional FEMA Assistance

FEMA offers an array of technical and programmatic assistance to CTP Partners participating in the CTP Program, free of charge, including the resources listed below.

- Archived support data will be available from FEMA's National Service Provider. Available information includes:
 - Copies of FEMA-issued Letters of Map Change (i.e., Letters of Map Amendment, Letters of Map Revision);
 - Engineering and mapping Flood Insurance Study backup data;
 - Data collected as part of the FEMA Mapping Needs Assessment Process; and
 - FEMA's rule-based engineering software packages, including CHECK-2, CHECK-RAS, FISPLOT, and RASPLOT.
- FEMA plans to introduce four training courses that have been developed specifically with the CTP Program in mind. They include an introductory course titled "Cooperating Technical Partners Overview," an intermediate course titled "Cooperating Technical Partners Floodplain Mapping Overview," an advanced technical GIS course titled "Advanced Cooperating Technical Partners Course (E241)," and a GIS course titled "DFIRM 101 Getting Started with GIS Hazards Data."
 - The "Cooperating Technical Partners Overview" course is designed for new and potential CTPs and explains the basics of the CTP Program. It provides overview information on Map Modernization (Map Mod), the CTP Program, the Community Rating System Program and how it relates to CTP, support available to CTPs, regulatory requirements, standards and performance reviews, managing Federal funding through a Cooperative Agreement, and the map production process.
 - The intermediate course, "Cooperating Technical Partners Floodplain Mapping Overview," is for CTPs that have signed or soon will sign a Mapping Activity Statement (MAS) and are preparing to participate in the development or update of a flood study. The course includes more in-depth information than the introductory course and reviews the following topics: overview of the CTP Program and Map Mod, Mapping Needs Assessments, scoping, project outreach, the MAS, base maps and digital mapping, and map production and processing requirements.
 - Both the introductory and intermediate courses involve lectures and activities taking place over two days. The courses will be delivered regionally, with the frequency, dates, and locations driven by interest.
 - The "Advanced Cooperating Technical Partners" course, offered at the Emergency Management Institute, is for CTPs developing digital Flood Insurance Rate Maps (DFIRMs) as part of the CTP Program. The course addresses new technology and gives CTPs advanced technical training on DFIRM creation. Taught in a computer lab, this course includes lecture and hands-on activities. Topics covered include topographic data development, base mapping and digital flood maps, and map production and processing procedures. At the conclusion of this course, participants will be familiar with FEMA's guidelines and specifications for submitting digital data and with digital tools used to create DFIRMs. Participants must have signed a Partnership Agreement and an MAS with FEMA to be eligible to attend this course, which is available by invitation only.
 - "DFIRM 101 Getting Started with GIS Hazards Data" is teaches CTPs how they can use GIS and flood data for risk mitigation activities. The course covers basic GIS operations and benefits. As with the introductory and intermediate courses, this course will be made available in the field based on interest. Information on availability dates and locations will be provided when the training nears completion.

- For a calendar of scheduled trainings through the CTP Program, visit
 http://www.fema.gov/fhm/ctp_train2.shtm.
 For additional information on training opportunities at the Emergency Management Institute, visit
 http://www.fema.gov/fhm/ctp_train.shtm.
- Specific technical and programmatic support, such as peer review, modeling guidance, base map selection, and/or tailored training, also may be provided by FEMA through designated FEMA contractors.
- General technical and programmatic information regarding the NFIP and the FEMA Flood
 Hazard Mapping Program can be downloaded from FEMA's Flood Hazard Mapping website
 at http://www.fema.gov/fhm.

14. Program Management

FEMA Regional Offices will manage all activities under the CTP Program. The FEMA Regional CTP Coordinators are listed below.

Region I (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Dean Savramis 99 High Street, 6th Floor Boston, MA 02110

Telephone: (978) 461-5323 E-mail: dean.savramis@dhs.gov

Region II (New Jersey, New York, Puerto Rico, US Virgin Islands)

Paul Weberg

26 Federal Plaza, Room 1337 New York, NY 10278-0002 Telephone: (212) 680-3638 E-mail: paul.weberg@dhs.gov

Region III (Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia)

Nikki Roberts One Independence Mall 615 Chestnut Street, 6th Floor Philadelphia, PA 19106-4404

Telephone: (215) 931-5575 for Nikki Roberts

E-mail: nikki.roberts@dhs.gov

Region IV (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Laura Algeo

3003 Chamblee Tucker Road

Atlanta, GA 30341

Telephone: (770) 220-5515 E-mail: <u>laura.algeo@dhs.gov</u>

Region V (Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin)

Mary Jo Mullen (Indiana, Michigan, and Ohio)

536 South Clark Street, 6th Floor

Chicago, IL 60605

Teltphone: (312) 408-5541

E-mail: maryjo.mullen@dhs.gov

Lee Traeger (Illinois, Minnesota, and Wisconsin)

536 South Clark Street, 6th Floor

Chicago, IL 60605

Telephone: (312) 408- 5538 E-mail: lee.traeger@dhs.gov

Region VI (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Gary Zimmerer (Arkansas and Louisiana)

Federal Regional Center, 800 North Loop 288, Room 206

Denton, TX 76210-3698 Telephone: (940) 898-5161 E-mail: gary.zimmerer@dhs.gov

Jim Orwat (New Mexico and Oklahoma)

Federal Regional Center, 800 North Loop 288, Room 206

Denton, TX 76210-3698 Telephone: (940) 898-5302 E-mail: james.orwat@dhs.gov

Jack Quarles (Texas)

Federal Regional Center, 800 North Loop 288, Room 206

Denton, TX 76210-3698 Telephone: (940) 898-5156 E-mail: jack.quarles@dhs.gov

Region VII (Iowa, Kansas, Missouri, Nebraska)

Bob Franke

2323 Grand Avenue, Suite 900 Kansas City, MO 64108-2670 Telephone: (816) 283-7073 E-mail: bob.franke@dhs.gov

Region VIII (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

John Liou or Marijo Camrud

Denver Federal Center, Bldg. 710, Box 25267

Denver, CO 80225-0267 Telephone: (303) 235-4836 Telephone: (303) 235-4835 E-mail: john.liou@dhs.gov E-mail: marijo.camrud@dhs.gov

Region IX (Arizona, California, Hawaii, Nevada, American Samoa, Guam, Marshall Islands and Northern Mariana Islands)

Les Sakumoto (Northern California and Nevada)

1111 Broadway, Suite 1200

Oakland, CA 94607

Telephone: (510) 627-7183

E-mail: leslie.sakumoto@dhs.gov

Ray Lenaburg (Southern California, Arizona, Hawaii, American Samoa, Guam, Marshall Islands and Northern Mariana Islands)

1111 Broadway, Suite 1200

Oakland, CA 94607

Telephone: (510) 627-7181

E-mail: raymond.lenaburg@dhs.gov

Region X (Alaska, Idaho, Oregon, Washington)

Joseph Weber

Federal Regional Center, 130 228th Street SW.

Bothell, WA 98021-9796 Telephone: (425) 487-4657 E-mail: joseph.weber@dhs.gov